

NOAA COMMISSIONED OFFICER BILLET DESCRIPTION

SECTION 1 - GENERAL INFORMATION

A. Billet Number	0791	B. Billet Title	Executive Officer, NOAA Ship Henry Bigelow
C. Grade Requested	O4 - LCDR	D. Type of Submission	ANNUAL RECERTIFICATION
E. Minimum amount of overlap between incumbent officer/reporting officer for continuity of duties	2 weeks		
F. Duty Type	SEA	G. Estimated Length of Assignment	2.5 years

SECTION 2 - DUTY STATION ADDRESS AND CONTACT INFORMATION

A. Street Address	NOAA Ship Henry B. Bigelow	B. Street Address	166 Water Street				
C. City	Woods Hole	D. State	Massachusetts	E. Country	United States	F. Zip Code	02543
G. Office	+1 (301) 713-7770	x		H. Mobile	+1 (774) 487-7585	I. Fax	

SECTION 3 - OFFICER EVALUATION REPORTING

A. Supervisor							
1. Name		2. Position	Commanding Officer, NOAA Ship	3. Grade	O5		
4. Email	co.henry.bigelow@noaa.gov	5. Office	+1 (301) 713-7770	x		6. Mobile	+1 (774) 722-5626
B. Reporting Officer (2nd Level Supervisor)							
1. Name		2. Position	Commanding Officer, MOC-A	3. Grade	O6		
4. Email	co.moc.atlantic@noaa.gov	5. Office	+1 (757) 441-6778	x		6. Mobile	+1 (202) 641-4871
C. Reviewer (Normally the Reporting Officer's Supervisor)							
1. Name		2. Position	Executive Officer, MOC-A	3. Grade	O5		
4. Email	xo.moc.atlantic@noaa.gov	5. Office	+1 (757) 441-6257	x		6. Mobile	+1 (757) 275-4395

SECTION 4 - ACCOUNTING AND ORGANIZATION

Complete as many of the following fields as possible. If in doubt, leave the field blank

A. Organizational Hierarchy - Use common acronyms when possible.

1. Staff or Line Office	OMAO	2. Office, Center, or Lab	MAOC		
3. Division	MOC-A	4. Branch	Henry B. Bigelow	5. Section or Team	
B. NOAA Goal/Subgoal	Science and Technology Enterprise	C. Program	Marine Operations and Maintenance		
D. NOAA Org Code		E. NFC Org Code		F. Project-Task	

SECTION 5 - PROGRAM, PROJECT OR ACTIVITY OVERVIEW

DOC Strategic Goal: Promote environmental stewardship

NOAA Mission: Science, Service, and Stewardship

NOAA Science and Technology Enterprise Objective: Accurate and reliable data from sustained and integrated Earth observing systems

OMAO Mission: To safely and efficiently operate NOAA ships and aircraft, incorporate emerging data acquisition technologies, and provide a specialized professional team responsive to NOAA programs

NOAA Ship Henry B. Bigelow supports NOAA's mission to protect, restore and manage the use of living marine, coastal, and ocean resources through ecosystem-based management. Its primary objective is to study and monitor Northeast and Mid-Atlantic Marine Fisheries from North Carolina to the Gulf of Maine. The ship also observes weather, sea state, and other environmental conditions, conducts habitat assessments, and surveys marine mammal and marine bird populations.

SECTION 6 - DUTIES AND RESPONSIBILITIES

6A. Description of Duties and Responsibilities

Executive Officer (XO) - As second in command, the XO serves as the direct representative of the CO, in this capacity the XO is accountable to the CO for all matters pertaining to management, safety, operations, and physical condition of the ship. Duties include:

SAFETY & OPERATIONS:

- Operate the ship in accordance with standard marine practices, USCG regulations, as well as OMAO, MOC, and shipboard policies, procedures, and instructions. Support, implement, and enforce the Fleet Operational Management System (FOMS), especially the safety and environmental management policies. Motivate the crew in the observation of the FOMS policies.
- Ensure that equipment, practices, and procedures aboard ship are within standards and in accordance with regulations and provide for the complete safety of the ship, her crew and passengers, and cargo - especially procedures to be followed in emergency situations.
- Train junior officers/mates on the safe navigation and operation of the vessel, including emergency procedures. Train new officers/mates to become qualified OODs. Train second tour officers to become SWOs.
- Serve as the ship security officer and safety officer. Supervise emergency procedures and activities, both in drill and actual situations.

LEADERSHIP & SUPERVISION:

- Supervise the Wardroom (officers and mates), Deck, Steward, and Survey departments.
- Management of plans and resources to accomplish the Agency's strategic goals and organizational objectives.
- Effective communication of priorities, organizational goals, and strategic goals to staff.
- Motivate, coach, and develop employees to realize their full potential of employees to achieve high performance through a positive workplace that fosters initiative and teamwork.
- Effective management of employee performance and recognition including continuous feedback for performance, timely performance appraisals and awards, and resolution of performance deficiencies.
- Active and visible support of equal opportunity and diversity principles in all aspects of program and human resources decisions and in compliance with merit system principles.

RESOURCE MANAGEMENT:

- Manage ship's personnel, materials, and budget according to established guidelines to meet the ships mission without exceeding authorization.
- Submit purchase orders for most procurements. Act as approving official of bank card purchases ensuring compliance with Federal regulations and ensuring compliance with established purchasing procedures. Make necessary purchases using Federal purchase card in compliance with Federal regulations and adhering to established purchasing procedures.
- Routinely reviews, approves, or prepares all administrative and operational reports required by the CO and/or MOC.
- Time and attendance procedures are executed in accordance with established policies and procedures, and are timely.
- Routinely provides executive/administrative support, such as developing and tracking ship's budget, ordering supplies; maintaining personnel records; reviewing and investigating personnel problems; and approving requests for leave.
- Ensure departments are optimizing utilization of available technologies and resources.

6B. Division of Duties and Responsibilities, Total Must = 100%

Technical + Operational + Leading and Managing + Executive Leadership = 100%

SECTION 6 - DUTIES AND RESPONSIBILITIES (continued)**6C. Resources Managed****1. Human**Does the Officer supervise personnel? ☒ Yes ☐ No Number of personnel supervised Grades of supervised personnel Will the Officer lead people, but has no supervisory responsibilities? ☒ Yes ☐ No Number of personnel led Grades of personnel led **2. Fiscal**Will the Officer have budget responsibility? Dollar Amount (K) **3. Assets** - Will the Officer be directly responsible for managing Government assets such as ships, aircraft, boats, etc? If so, list the asset(s) below in terms of physical description and when known, replacement value (indicate if estimated):

In the role of SWO, the XO serves as the direct representative of the CO in managing the ship and all small boats assigned to the ship. In the absence of the CO, the XO is delegated responsibility for the safety of all personnel, the ship, and the conduct of the mission.

SECTION 7 - LEADERSHIP PREREQUISITES

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES NEEDED FOR THIS BILLET
ENS (O1)	Leading Self	<input checked="" type="checkbox"/> Core Values & Conduct <input checked="" type="checkbox"/> Health & Well Being <input checked="" type="checkbox"/> Responsibility <input checked="" type="checkbox"/> Followership <input checked="" type="checkbox"/> Adaptability
LTJG (O2)	Leading Others	<input checked="" type="checkbox"/> Interpersonal Skills <input checked="" type="checkbox"/> Continuous Learning <input checked="" type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Speaking
LT (O3)		<input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input checked="" type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input checked="" type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)	Leading Organizations	<input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering

Leadership Prerequisite Comments (Optional)

During prior assignments (sea and shore), demonstrated solid foundation in the competencies for Leading Self and Leading Others. Through successful past performance, showed potential for assuming greater leadership responsibility. In particular, demonstrated the ability or potential to manage people and resources. Prior time spent as Acting XO is preferred but not required.

SECTION 8 - OPERATIONAL PREREQUISITES

A. Marine Prerequisites

- ☒ Officer of the Deck ☒ Senior Watch Officer ☐ ECDIS ☒ Dynamic Positioning ☐ Boat Deployment ☒ MedPIC
☒ Coxswain/OIC ☐ HAZWOPER ☐ AUV Deployment ☐ U/W UAS Deployment ☐ Buoy/Mooring Qualified
☒ Trawl Qualified ☐ Longline Qualified ☐ Hydro Launch PIC ☐ Foreign Port Calls

B. Aviation Prerequisites

- ☐ Co-Pilot ☐ Pilot ☐ Aircraft Commander ☐ Mission Commander ☐ Instructor Pilot ☐ Hurricane Qualified
☐ Alaska/Wilderness Qualified ☐ Flight Meteorologist ☐ International Flights ☐ UAS Pilot

C. Dive Prerequisites

- ☐ Scientific Diver ☐ Working Diver ☐ Advanced Working Diver ☐ Master Diver ☐ Dive Master ☐ Dive Medic
☐ Unit Diving Supervisor

D. Additional Operational Prerequisites (security clearances, special training) and Operational Prerequisite Comments (Optional)

- Meet physical standards for officers on sea duty as required by OMAO Medical Services Division
- Secret security clearance
- Current US Official Passport
- Successful completion of D-School (REFTRA) or equivalents (evaluated on a case by case basis) within 12 months of reporting
- Director, NOAA Corps, may waive the SWO requirement based on recommendation from the Officer Assignment Board
- Ship Security Officer training is required for ships that frequent international ports and preferred for ships in domestic waters
- Experience in trawling, dynamic positioning, multibeam theory and conflict management

SECTION 9 - PROGRAM, PROJECT, OR ACTIVITY PREREQUISITES

List specific qualifications, knowledge, skills or abilities required prior to reporting to this billet. For example: budget (MARS, CBS); personnel; contracting (COTR, Warrants); Scientific (IHO Category A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

- Educational requirements for entry into the NOAA Corps
- Completion of training requirements for promotion to LCDR (15 CEU of supervisory/management-type training)

An XO should be very familiar with the following to serve as a mentor and manage the activity for others:

- NOAA Corps officer personnel system: OERs, records (OPF Online), payroll (leave), awards, training, promotion process, etc.
- Travel regulations and the procedures associated with authorizations and vouchers.
- Time and attendance for wage mariners

An XO should be somewhat familiar (have some experience) with the following:

- Procurement authorization and tracking with respect to purchase cards and purchase orders
- Wage mariner personnel system: performance plans, evaluations, awards, hiring, discipline, union contracts
- Previous supervisory and financial management experience are desirable in a prospective XO.

An XO should be conversant with the FOMS, especially familiar with the safety and environmental management policies.

An XO should be proficient and familiar in trawling and ROV operations.

An XO should have at least the minimum understanding of the ship's multibeam system.

SECTION 10 - LEADERSHIP DEVELOPMENT

GRADE	LEADERSHIP MATURITY LEVEL	LEADERSHIP COMPETENCIES DEVELOPED IN THIS BILLET
ENS (O1)	Leading Self	<input checked="" type="checkbox"/> Core Values & Conduct <input checked="" type="checkbox"/> Health & Well Being <input checked="" type="checkbox"/> Responsibility <input checked="" type="checkbox"/> Followership <input checked="" type="checkbox"/> Adaptability
LTJG (O2)		<input checked="" type="checkbox"/> Interpersonal Skills <input checked="" type="checkbox"/> Continuous Learning <input checked="" type="checkbox"/> Technical Proficiency <input checked="" type="checkbox"/> Listening <input checked="" type="checkbox"/> Speaking
LT (O3)	Leading Others	<input checked="" type="checkbox"/> Writing <input checked="" type="checkbox"/> Team Building <input checked="" type="checkbox"/> Leveraging Diversity <input checked="" type="checkbox"/> Influencing Others <input checked="" type="checkbox"/> Developing Others <input checked="" type="checkbox"/> Execution
LCDR (O4)		<input checked="" type="checkbox"/> Decisiveness <input checked="" type="checkbox"/> Problem Solving <input checked="" type="checkbox"/> Conflict Management <input checked="" type="checkbox"/> Customer Focus <input type="checkbox"/> Entrepreneurship
CDR (O5)	Leading Performance and Change	<input type="checkbox"/> Creativity & Innovation <input type="checkbox"/> Human Capital Management <input checked="" type="checkbox"/> Financial Management <input type="checkbox"/> Technology Management
CAPT (O6) and RADM (O7/O8)		<input type="checkbox"/> External Awareness <input type="checkbox"/> Strategic Thinking <input type="checkbox"/> Political Savvy <input type="checkbox"/> Vision <input type="checkbox"/> Partnering

Leadership Development Comments (Optional)

XO is a very challenging sea assignment that develops a range of competencies for an officer. The foundation of competencies for Leading Self will be tested. This is typically the first officer assignment with significant supervisory responsibility, so some mastery of Leading Others can be attained. Added to this are responsibilities associated with resource management that require skill at Execution and Decisiveness and the beginning of an introduction to Financial Management.

SECTION 11 - OPERATIONAL DEVELOPMENT

A. Marine Development

- ☐ Officer of the Deck ☐ Senior Watch Officer ☐ ECDIS ☒ Dynamic Positioning ☒ Boat Deployment ☒ MedPIC
☐ Coxswain/OIC ☐ HAZWOPER ☒ AUV Deployment ☒ U/W UAS Deployment ☒ Buoy/Mooring Qualified
☒ Trawl Qualified ☐ Longline Qualified ☐ Hydro Launch PIC ☒ Foreign Port Calls

B. Aviation Development

- ☐ Co-Pilot ☐ Pilot ☐ Aircraft Commander ☐ Mission Commander ☐ Instructor Pilot ☐ Hurricane Qualified
☐ Alaska/Wilderness Qualified ☐ Flight Meteorologist ☐ International Flights ☐ UAS Pilot

C. Dive Development

- ☐ Scientific Diver ☐ Working Diver ☐ Advanced Working Diver ☐ Master Diver ☐ Dive Master ☐ Dive Medic
☐ Unit Diving Supervisor

D. Additional Operational Development (security clearances, special training) or Operational Development Comments (Optional)

Officers are strongly encouraged to maintain and improve on their capabilities in the marine and dive areas, some of which may be prerequisites for future CO assignments.

SECTION 12 - PROGRAM, PROJECT, OR ACTIVITY DEVELOPMENT

List specific qualifications, knowledge, skills or abilities to be developed in this billet. For example: budget (MARS, CBS); personnel; contracting (COTR, Warrants); Scientific (IHO Category A, scientific papers/publications, GIS); engineering (marine survey, ABYC, ABS, FAA); regulatory (US Code, CFR); information technology (databases, networks, programming).

An XO will gain significant experience in the following administrative areas:

- Personnel plans and evaluations (WM and officers), awards, discipline, hiring, etc.
- Procurement mechanisms and requirements (purchase card, purchase order, etc.)
- Budget tracking and reporting
- Conflict management/conflict resolution
- Logistic Planning

Through service as acting CO, an XO can gain confidence in their capabilities to serve as a CO full-time in their next assignment. It also exposes the officer to areas in which they may need to strengthen their capabilities, i.e. stability computations, understanding the Casualty and Incident reporting requirements, etc.

An XO will become very conversant with the Fleet Operations Management System, especially the safety and environmental management policies.

SECTION 13 - CRITICAL SUCCESS CRITERIA

Provide brief measurable performance goals which would represent successful performance in this billet.

- Served multiple times as acting CO, Inport
- Served at least 2 weeks (preferably >4 weeks) underway as acting CO
- Performance of XO duties indicates potential for assuming greater leadership responsibilities
 - o Demonstrated competence in the following administrative areas
 - i. Performance plans and evaluations (WM and officers), awards, discipline, hiring, etc.
 - ii. Procurement mechanisms and requirements (purchase card, purchase order, etc.)
 - iii. Budget execution
- Recommendation by CO for assignment as CO during next sea tour

SECTION 14 - ROUTING, REVIEW, RECOMMENDATION AND APPROVAL

A. Developer's Statement

"I certify that I have written this billet description and certify that it is a true and correct representation of the billet."

1. Signature **Chad Cary**

Digitally signed by Chad Cary
DN: cn=Chad Cary, o=NOAA, ou=NOAA Ship Henry B.
Sigelow, email=chad.cary@noaa.gov, c=US
Date: 2014.03.04 10:22:53 -05'00'

2. Date **3/4/2014**

3. Name **Chad Cary**

4. Title/Position **Executive Officer, NOAA Ship**

B. Supervisor's Statement

"I have reviewed this billet description and certify that it is a true and correct representation of this billet "

1. Signature **MILLER.GEORGE.M.1048338
980**

Digitally signed by MILLER.GEORGE.M.1048338980
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=NOAA, cn=MILLER.GEORGE.M.1048338980
Date: 2014.05.01 16:15:26 -04'00'

2. Date **2014-05-01**

3. Name **CDR G. Mark Miller, NOAA**

4. Title/Position **Commanding Officer, NOAA Ship**

C. Reviewing Officer's Statement

"I have reviewed this billet description and certify that this billet is a priority for my Line, Staff, or Headquarters Office."

1. Signature **HANN.NANCY.ASH.10889553
38**

Digitally signed by HANN.NANCY.ASH.1088955338
DN: c=US, o=U.S. Government, ou=DoD, ou=PKI,
ou=NOAA, cn=HANN.NANCY.ASH.1088955338
Date: 2014.05.02 12:08:10 -04'00'

2. Date **2014-05-02**

3. Name **CDR Nancy A. Hann**

4. Title/Position **Executive Officer, MOC-**

D. Commissioned Personnel Center Endorsement

"I am the OMAO/CPC Officer Career Management Division representative. I recommend of this billet."

1. Signature  **CDR/NOAA**

2. Date **2014-06-09**

3. Name **CDR Kurt Zegowitz, NOAA**

4. Title/Position **Chief, Officer Career Management Division**

D. Director, NOAA Corps Endorsement

"I am the and I approve this billet."

1. Signature 

2. Date **6/9/14**

3. Name **RADM David A. Score, NOAA**

4. Title/Position **Director, NOAA Corps**

Print Form

Submit to CPC (Reviewer Use Only)

